



Douglas County, Nevada
Request for Proposals (RFP)
North Valley Wastewater Treatment Plant Facility Plan and Capacity
Analysis

Douglas County, Nevada (“County”) is soliciting proposals from qualified consulting firms (“Consultant”) to provide professional services for the completion of a Facility Plan Update and Capacity Analysis for the North Valley Wastewater Treatment Plant (“Plan”) in Carson Valley, Douglas County, Nevada.

One (1) electronic (in a single, searchable .pdf document saved on an optical disc or USB flash drive) and one (1) bound hard copy of the proposal package must be submitted on or before **2:00 PM on Wednesday, August 27, 2014**. The proposal package can be mailed or hand delivered to the Douglas County Public Works Department, Attn: Nick Charles, 1120 Airport Rd. #F-2, PO Box 218, Minden, NV 89423. Proposals shall be sent in a sealed envelope and clearly marked: “Proposal – NVWWTP Plan” in the lower corner. A pre-proposal meeting will be held on August 13, 2014 at 1:00 PM at the Douglas County Public Works office, 1120 Airport Rd. #F-2, Minden, NV. Questions regarding this solicitation should be directed to Nick Charles at ncharles@co.douglas.nv.us or 775-782-6274.

For specific instructions or information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria*.

1. Project Description

The North Valley Wastewater Treatment Plant (NVWWTP) provides treatment of wastewater generated from residential communities and commercial/industrial centers located in the northern portions of Carson Valley, Douglas County, Nevada. The activated sludge treatment process consists of headworks (screening only), bio-tower, extended aeration (Parkson Biolac®), clarification, and chlorine disinfection. Treated effluent is discharged to a ~40 acre lined storage pond from which effluent is primarily used for irrigation of agricultural crops on the Bentley-Kirman tract. A small amount of effluent is also used for landscape irrigation. Effluent can also be discharged to a rapid infiltration basin (RIB) or to wetlands owned by Incline Village General Improvement District. Wasted sludge is stored long-term onsite in a sludge storage basin as the plant does not have solids processing/handling facilities. Effluent discharge is permitted through the Nevada Division of Environmental Protection (NDEP) permit NS0060025.

Current flows at NVWWTP are approximately 0.30 MGD and the plant is permitted for 0.45 MGD. However, BOD loading at the NVWWTP is estimated to be 80% to 100% of the treatment capacity, based on fluctuations in discharges from industrial facilities. As a result, Douglas County is beginning the planning process to evaluate the plant’s capacity as well as review treatment alternatives for future plant upgrades.

2. Scope of Work

A detailed Scope of Work is to be developed by the proposing Consultant and presented in the proposal. The main objective of the Study is to complete a facility plan update that identifies the current capacity of the existing wastewater treatment plant and reviews treatment alternatives for future plant expansion(s). The plan should include:

- Background information review
- Existing treatment system capacity analysis
 - Hydraulic
 - Biological loading
 - Nutrient loading
- Future NVWWTP plant expansion
 - Future capacity requirements
 - Future treatment requirements
 - Treatment technology alternative evaluation
 - Technology review
 - Treatment processes (primary, secondary, etc.)
 - Solids handling
 - Other
 - Conceptual design
 - Capital cost estimates
 - Life-cycle cost estimates
 - Preferred alternative for future expansion
 - Schedule
 - Phasing
 - Etc.

Please note that the anticipated budget for this project is \$70,000. By submitting a proposal the consultant is indicating that the work will be accomplished within the available budget as defined in this request for proposals. The Scope of Work should clearly delineate the work that the Consultant proposes to complete and the work the Consultant proposes that the County completes.

The following information is available from Douglas County Public Works prior to submission of proposals:

- 2011-2013 Plant Data
- Douglas County Standard Contract
- Groundwater Discharge Permit NS0060025 Fact Sheet
- 1987 Plant As-Builts
- 1994 Plant Upgrade As-Builts
- 2001 Plant Upgrade As-Builts
- 2007 Septage Receiving TM
- 2007 Phase II Preliminary Design Report
- 2007 Influent Wastewater Statistical Analysis TM
- 2007 State Point Analysis TM

- 2008 Effluent Storage As-Builts
- 2008 Phase IIA Upgrade Construction Plans
- 2010 Sewer Master Plan

3. Proposal Elements

Each proposal is limited to fifteen (15) double-sided pages (excluding cover, dividers, and resumes included as appendices) and should present and identify the following:

1. The Project Teams, including sub-consultants, expertise and experience with similar wastewater treatment planning, design, and construction projects. Include the following:
 - Project Name
 - Location and project costs (separate engineering and construction costs)
 - A brief description of the project
 - The Consultant's role in the project
 - Project Team member roles in the project
 - A project reference and contact number
2. The Project Team members' qualifications.
3. The Project Team's proposed Scope of Work/approach (including deliverables) to the project.
4. The Project Team's anticipated project schedule (for scheduling purposes, it is assumed that the Notice to Proceed will be issued in November 2014 and the Plan complete in May 2015).
5. The Consultant's process/procedures for providing quality assurance/quality control throughout the project.
6. A description of any experience working with the public sector, including Federal, State, and local funding mechanisms.
7. A description of any conflicts of interest (i.e. any work being performed in Douglas County for an entity other than Douglas County Public Works, etc.).

The Project Team members' resumes may be included in an appendix to supplement the information requested above. Resumes included in the appendix do not count towards the total proposal page count.

Note that the Consultants' cost to complete the proposed Scope of Work cannot be included with the proposal package. Proposals that include the Consultants cost to complete the work will be disqualified. However, by submitting a proposal the Consultant is indicating that the proposed scope of work will be accomplished within the available project budget as defined in this request for proposals.

4. Selection Process and Evaluation Criteria

A County Review and Selection Committee will evaluate and rate the proposals. The Committee will consist of three to five members. The Review & Selection Committee will use a point formula during the review process. Based on the composite scores, a list of Proposers will be

selected by the Committee, and arranged in descending order of the composite scores. The following categories will be evaluated in the selection process:

- Project Team experience with similar projects. (30%)
- Project Team member qualifications. (20%)
- Proposed Scope of Work. (20%)
- Quality Assurance/Quality Control Plan. (5%)
- Consultant's ability to satisfactorily complete the project. (25%)

During evaluation, the Committee reserves the right, where it may serve the County's best interest, to request additional information or clarification from the Consultants, or to allow corrections of errors or omissions.

At the discretion of the Review and Selection Committee, oral interviews of Consultants that are deemed qualified by the Committee may be requested. The Review and Selection Committee may also select a Consultant based on the submitted proposals.

5. Award of Contract

The Douglas County Board of County Commissioners will make the final contract award after the Public Works Department has successfully negotiated the scope of work and fees of the selected Consulting Firm(s). In all instances, a decision rendered by the Douglas County Board of County Commissioners shall be deemed final.

6. Withdrawal of Proposal

Requests to withdraw proposals received after the time and date set for opening and acknowledging proposals will not be considered.

7. Objection by Unsuccessful Proposer

Any unsuccessful Consultant may file an objection to the County regarding the Review and Selection Committee's selection. Any objection shall be written and submitted to Douglas County Public Works, a minimum of three (3) days (72 hours) prior to the County Commissioners meeting upon which agenda the recommendation shall be scheduled to be heard. Any late objection will be rejected.

8. General Information

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Douglas County and the Consultant selected.

Until the receipt and opening of proposals, the Consultant's principal contact with Douglas County is listed below. Questions will only be received through **August 21, 2014**.

Nick Charles
Douglas County Public Works
PO Box 218
1120 Airport Road #F-2
Minden, NV 89423
E-Mail: ncharles@co.douglas.nv.us

A copy of this Request for Proposal and all related data, reports, questions and answers, etc. will be available for download during the proposal period at <http://douglascountynv.gov/bids.aspx>

9. Terms and Conditions

Douglas County reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. The County does not intend to and is under no obligation to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the County to accept or contract for any expressed or implied services. Furthermore, the County reserves the right to award the contract to the next most qualified Consultant if the selected Consultant is unable to negotiate or execute a contract within thirty (30) days after the award of the proposal.

The successful Consultant will be required to execute and comply with the terms and conditions of Douglas County's standard contract and provide insurance coverage including liability insurance, worker's compensation and professional liability insurance. Douglas County reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include failure to provide sufficient personnel as identified in the Proposal, failure to provide the principal Team as submitted, and substitution of the Team or other identified personnel without prior approval of Douglas County.